

DEPARTMENT OF THE ARMY
79th Ordnance Battalion (EOD)
52d Ordnance Group (EOD)
Fort Sam Houston, Texas 78234-5056

AFOD-B (100)

11 July 2001

SUBJECT: Letter of Instruction (LOI) 25-1, Administrative
Correspondence

1. REFERENCE: AR 25-50

2. PURPOSE: Establish policies for the management of
administrative correspondence.

3. RESPONSIBILITY: 79TH Ordnance Battalion (EOD) S1 will
review all correspondence for correct format.

4. REPORTS REQUIRED: None

5. REQUIREMENTS:

a. This LOI is directive in nature and is applicable to
all personnel assigned or attached for duty with the 79th
Ordnance Battalion (EOD) and it's subordinate units.

b. All correspondence will be prepared in accordance with
policies and procedures contained in AR 25-50, Preparing and
Managing Correspondence.

c. Units will adhere to the following when preparing and
distributing official correspondence.

(1) Letterheads will not be in bold print. The header
line "DEPARTMENT OF THE ARMY" will be in capital letters. The
remaining address lines will be in a mix of capital and lower
case letters, i.e., 79th Ordnance Battalion (EOD). Italic or
stylized print fonts will not be used.

(2) Use 10-pitch font only.

(3) Units will prepare correspondence using the
"Standard Pica" or "Standard Courier" style print.

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(4) Correspondence distributed outside of this organizational chain of command or above this headquarters will be routed through the 79th Ordnance Battalion (EOD). Email versions will be forwarded to the S1 section for review prior to final preparation and distribution.

6. Efficient and Effective!

PATRICK J. KELLY
LTC, OD
Commanding

DISTRIBUTION:

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